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Code/  
DD MMM YYYY

MEMORANDUM

From: Commanding Officer, Command Name Here  
To: Petty Officer First Class Joe A. Sailor, XXX-XX-0000, USN

Subj: APPOINTMENT AS HOSPITAL CORPSMAN SKILLS BASIC PROGRAM  
MANAGER

Ref: (a) BUMEDINST 1510.23D

1. You are hereby appointed as the Hospital Corpsman Skills Basic (HMSB) Program Manager for COMMAND NAME HERE.

2. Per reference (a) you shall:

a. Designate, in writing, all persons who are eligible to evaluate the skills of HMSB program students and maintain copies of all competency documentation.

b. Establish routine and continuous monitoring of each individual's progress through completion of HMSB. Copies of completed skill sheets shall be maintained while the member is assigned to the activity.

c. Ensure deficiencies, which are identified in each individual's performance, are documented and appropriate remediation is taken prior to consideration for HM rating removal.

d. Ensure use of direct patient care opportunities whenever possible when evaluating HMSB skills. Ensure training simulations are only used when direct patient care is not available.

e. Ensure documentation of successful completion of HMSB competency training in the current Bureau of Medicine and Surgery approved Learning Management System.

3. In this capacity, you will be afforded sufficient time to carry out your HMSB Program Manager duties in addition to any other assigned obligations. Your appointment will ensure compliance with reference (a) and implementation of the Hospital Corpsman Skills Basic Program at this command.

C. O. SKIPPER

Copy to:  
Member  
Staff Education and Training Office